



## BEHAVIORAL HEALTH SERVICES BENEFITS AND DATABASE COORDINATOR

### *Department of Community Services and Corrections*

The recruitment will remain open until sufficient applications from qualified candidates are received. The first review will be conducted for all paper applications received by 5:00 p.m. on *Friday, April 6, 2007*  
(Applications submitted on-line are due by 11:59 p.m.)

#### **THE JOB**

This position assists in the Coordination of Benefits of Behavioral Health Services (BHS) for the Regional Support Network (RSN): Duties include: the review and resolution of service authorization requests made by an agency for service to an individual client, coordination of authorization requests with RSN Care Managers, production and distribution of daily authorization reports and participation in the month end agency payment process. This position also assists in the coordination of the Management Information system for the RSN Netsmart Practice Management and MSO data bases.

#### **QUALIFICATIONS**

The position requires a Bachelor's degree in business administration, computer science, public administration, or related field and 1 – 2 years of directly related. All combinations of education, experience and training that demonstrate the ability to perform the work will be considered. The ideal candidate will demonstrate strength and proficiency in the following areas:

- Experience with MS Office, Crystal Reports and SQL data bases
- Experience with Netsmart's Avatar suite of software is desired
- Strong time management and organization skills
- Ability to coordinate and manage multiple tasks and projects concurrently
- Strong commitment to customer service orientation
- Highly developed interpersonal skills
- Ability to work effectively and positively with co-workers

**Knowledge of:** principles and practices of public sector organization and program operations, problem solving skills, establish effective working relationships with the public, governmental jurisdictions, and other county staff; communicate and express ideas effectively, orally and in writing. Demonstrates excellent verbal and written skills and strong customer service orientation.

#### **SALARY**

The salary range is \$4,333 - \$6,170 per month. It is the general policy of the County to start employees in the lower or middle sections of the salary range. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement.

#### **SELECTION PROCESS**

1. Application Review (Pass/Fail) – An application is required (on-line or paper). Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. Letter of Interest (Optional) – In addition to the Clark County application, applicants may submit a letter of interest detailing their experience in the areas mentioned above.
3. Oral Interview (Weighted 100%) – The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.
4. Employment References may be conducted for the final candidates.

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## **REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:**

Apply online on our website @ [www.clark.wa.gov](http://www.clark.wa.gov), submit a paper application which may be downloaded from [www.clark.wa.gov/hr/employment/app\\_materials.html](http://www.clark.wa.gov/hr/employment/app_materials.html), or come into our office at 1300 Franklin Street, 5<sup>th</sup> Floor, Vancouver, WA. Application materials are due by the closing date listed on the recruitment (5:00 p.m. PT for paper; 11:59 p.m. PT for on-line applications). Please read the Job Posting material thoroughly to determine application requirements.

**Clark County Human Resources Department**  
**1300 Franklin Street - 5th Floor**  
**PO Box 5000**  
**Vancouver, WA 98666-5000**

**FAX (360) 397-2457 / TDD (360) 397-6032**  
**JOB INFO LINE (360) 397-6018**  
**E-MAIL [HRADMIN@clark.wa.gov](mailto:HRADMIN@clark.wa.gov)**

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## **THE COUNTY**

Clark County, Washington is a growing community with a population in excess of 403,500, including the City of Vancouver (population 152,900). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

## **EQUAL OPPORTUNITY EMPLOYER**

Clark County values diversity in the workplace and is an equal opportunity employer. We are committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply.



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2456; TTY (360) 397-2445. **If you have questions regarding job announcements please call (360) 397-2456.**

**NOTE:** This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



proud past, promising future

CLARK COUNTY  
WASHINGTON

**Human Resources Department**  
1300 Franklin Street – 5th Floor/PO Box 5000  
Vancouver, WA 98666-5000  
PHONE (360) 397-2456 FAX (360) 397-2457  
TDD (360) 397-6032  
Email: hradmin@clark.wa.gov  
www.clark.wa.gov

## EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

GENERAL INFORMATION						
Position Applying for		Posting#		Social Security# (Used for processing-Optional)		
Last Name		First Name		Middle Initial		
Address		City		State		Zip + Four
Home Phone ( )		Work Phone ( )		Cell Phone ( )		Other ( )
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes <input type="checkbox"/> No <input type="checkbox"/>				Are you legally eligible for employment in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Will you accept: <input type="checkbox"/> Regular <input type="checkbox"/> Temporary Will you accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time				Shifts you will accept: <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Weekend		
Within the last 10 years, have you been convicted of a crime, pled no contest, forfeited bond or bail for any crime other than traffic violations, or been released from prison? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, explain below. (A conviction record will not necessarily bar you from employment.)						
EDUCATION						
Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No		Degree/Title	Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.						

### CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



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**EMPLOYMENT HISTORY**

List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.

***MOST RECENT POSITION***

Employer:

Dates Employed:

From To

Address:

\_\_\_\_/\_\_\_\_/\_\_\_\_

Position:

No. of employees you supervised:

mm yy mm yy

Supervisor:

Phone ( )

Specific Duties:

Hours per Week \_\_\_\_\_

Final Salary \_\_\_\_\_

**May we contact your  
current employer?**

Reason for leaving or considering change:

Yes [ ] No [ ]

***OTHER EXPERIENCE***

Employer:

Dates Employed:

From To

Address:

\_\_\_\_/\_\_\_\_/\_\_\_\_

Position:

No. of employees you supervised:

mm yy mm yy

Supervisor:

Phone ( )

Specific Duties:

Hours per Week \_\_\_\_\_

Final Salary \_\_\_\_\_

Reason for leaving or considering change:

***OTHER EXPERIENCE***

Employer:

Dates Employed:

From To

Address:

\_\_\_\_/\_\_\_\_/\_\_\_\_

Position:

No. of employees you supervised:

mm yy mm yy

Supervisor:

Phone ( )

Specific Duties:

Hours per Week \_\_\_\_\_

Final Salary \_\_\_\_\_

Reason for leaving or considering change:

**Attach additional sheets if necessary to include all work history.**

Be as complete as possible in outlining the duties of each position.

**AGREEMENT, CERTIFICATION AND AUTHORIZATION**

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I authorize the investigation of any or all statements contained in this application. I also authorize any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I hereby release any such current or former employers or institutions, their agents or employees from any and all liability resulting from the release of such information. My authorization and release from liability are knowing, intelligent and voluntary acts. I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

\_\_\_\_\_  
Signature of Applicant\_\_\_\_\_  
Date

## EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to anyone involved in the selection process. It will be used for statistical analysis and reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: \_\_\_\_\_ Posting No: \_\_\_\_\_

**GENDER:** Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

**ETHNIC GROUP:** If you are more than one race, please indicate one group only for record-keeping purposes.

[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

- ☐ **American Indian or Alaskan Native.** Tribal Affiliation: \_\_\_\_\_  
☐ **Asian or Pacific Islander:**  
☐ **Black (not of Hispanic origin):**  
☐ **Hispanic**  
☐ **White (not of Hispanic origin):**

**VETERAN:** Yes ☐ No ☐

**DISABLED:** Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

**DISABLED VETERAN:** Yes ☐ No ☐

### RECRUITING SOURCE

**Please tell us how you heard about this position** (select only one source):

#### Publications:

- ☐ The Columbian                      ☐ The Oregonian                      ☐ The Asian Reporter                      ☐ El Latino de Hoy  
☐ The Skanner-Portland                      ☐ Seattle Times                      ☐ Spokane Review                      ☐ The Olympian

#### Internet Sites:

- ☐ Columbian website                      ☐ Oregonian website                      ☐ Clark County Website                      ☐ Seattle Times website  
☐ El Latino de Hoy website                      ☐ Other Internet/Website: \_\_\_\_\_

#### Other Sources:

- ☐ Clark County Bulletin Board                      ☐ College/Career Center Referral                      ☐ Acquaintance/County Employee  
☐ Other: \_\_\_\_\_